

## TRAVEL POLICY FOR CONTRACTOR PERSONNEL

If travel is authorized and Contractor is to be reimbursed for such expenses, it is noted that travel time is not compensable and travel by Contractor personnel will be controlled by the rules listed below.

In no case should such travel be accomplished unless it has been approved by the Laboratory per a purchase order or subcontract. All approvals are granted through the Ames Laboratory Purchasing office.

The Contractor shall be reimbursed its allowable travel costs as full reimbursement for transportation, lodging, meals, and incidental expenses incurred by Contractor personnel in connection with the performance of services. Allowable travel costs will be determined in accordance with FAR 31.205-46 and FAR 31.205-51 and the terms of the resulting subcontract. Per FAR 31.205-51, Ames Laboratory will not reimburse for costs of alcoholic beverages. All expenditures of \$75 or more must be supported by a receipt and sent with the invoice to the Ames Laboratory Accounts Payable office. Contractors are not required or requested to send receipts for expenses less than \$75 unless required per the "Requirements" section below. *Confirmations are not proof of payment.*

Activity or Expense Type	Allowable Amount	Requirements
Lodging/Hotel	Actual, up to the daily maximum rate.	Lodging must be necessary and reasonable. Reimbursable up to the GSA per diem rate plus applicable taxes.* Documentation and justification is required for any stay greater than GSA per diem rate. <a href="http://www.gsa.gov/portal/category/21287">www.gsa.gov/portal/category/21287</a> <b>Receipts are required.</b>
Airfare	Actual, allowable airfare	Allowable airfare is the <u>lowest</u> fare, including discount fares that meet the need of the traveler. Business or First Class fare is not allowed. <b>Receipts are required.</b>
Rental Cars	Actual	Contractor is responsible for any auto liability insurance, including collision coverage. <b>Receipts are required.</b>
Other	Expenses must be reasonable and necessary to accomplish the official business purpose of trip. Ames Laboratory will require contractor to justify any travel expense invoiced. <b>Receipts required for any charge of \$75 or more.</b>	

\*If Contractor is unable to find lodging in the Ames, IA area at the Government rate, call the Ames Lab Travel Office (515) 294-4488 for assistance.

It is recognized that travelers may occasionally combine trips for Ames Laboratory with travel to other customers or institutions. Where trips are combined, Contractors shall submit supporting documentation with the invoice indicating expenses allocated for Ames Laboratory work as well as expenses allocated to other customers. This documentation should provide evidence for Ames Lab to make a reasonable allocation and reimbursement. Contact the manager of Purchasing at Ames Laboratory for questions regarding necessary documentation at (515) 294-6738.

**FOREIGN TRAVEL:** Ames Laboratory and DOE Approval **MUST** be obtained PRIOR to foreign travel. Air travel to foreign destinations must comply with the requirements of FAR Clause 52.247-63, "Preference for U.S. Flag Air Carriers". In situations where it is not, a "Statement of Unavailability of U.S. Flag Air Carriers" shall be included on invoices indicating that a U.S. flag air carrier was not available or the specific reasons should be given as to why it was necessary to use foreign flag air carrier service. Contractor shall closely coordinate with the Ames Lab travel office to meet ALL foreign travel requirements.